

Standard Mail—Presorted Letters

Related QSGs: 010, 750 Nonprofit: 670

630

Quick Service
Guide

Eligibility Overview (E620) Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. All pieces must fit within letter-size processing category (C050.2). Pieces are eligible if not required to be mailed at First-Class rates or not eligible for Periodicals rates. Nonprofit rates require specific authorization (E670).

Rates and Fees (R600)	Regular		Nonprofit	
	3/5	\$0.230	\$0.143	
	Basic	0.250	0.155	

For letter-size pieces exceeding 3.3 ounces, see R600.
Annual \$125.00 presort mailing fee (E610.6.1).
Rate is based on tray in which package is placed.
Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC/ASF or SCF.

Addressing (A010) Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code. A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.

Characteristics and Content (C050, C600) Maximum weight: less than 16 ounces.
Upgradable option: see Quick Service Guide 631.
Shape: rectangular.
Dimensions:
■ Minimum: 3-1/2 inches high, 5 inches long, and 0.007 inch thick.
■ Maximum: 6-1/8 inches high, 11-1/2 inches long, and 1/4 inch thick.

Deposit (D600) Mailing entered at an acceptance point designated by USPS.

Mail Preparation and Sortation (M610) Marking on each piece in the postage area:
■ **Regular:** "Presorted Standard" or "PRSRT STD."
■ **Nonprofit:** "Nonprofit Organization" or "NONPROFIT ORG." or "NONPROFIT."
Documentation:
■ Postage statement:
 Regular: Form 3602-P (postage affixed), Form 3602-R or Form 3602-EZ (permit imprint).
 Nonprofit: Form 3602-PN (postage affixed), Form 3602-N or Form 3602-NZ (permit imprint).
■ Supporting documentation: required unless correct rate affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).
1-foot or 2-foot trays used (M033) where appropriate (e.g., when there is enough mail to fill a 2-foot tray, a 2-foot tray must be used).
See reverse for tray label Line 2 information.
Use 2-inch tray label (M031).
Trays on pallets (M040) are permitted and preferred.
Trays sleeved and strapped (M033.1.5). See M033.1.6 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.

Postage and Payment Methods (P600) Precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
Additional standards apply to mailings of nonidentical-weight pieces.

Special Services (S900) No special services are available for Standard Mail presorted letters (E610.9.1).

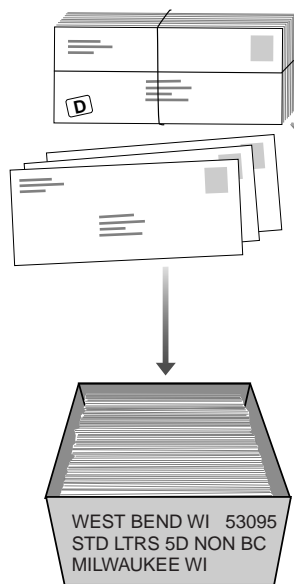
This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Packaging and Traying Sequence

5-Digit (Required)¹

Packages: Packaging not required if sufficient quantity to fill a 5-digit tray. Pieces must be packaged if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a package not permitted.

Labels: Red Label D or optional endorsement line (OEL).



Trays: Full trays only for pieces to same 5-digit ZIP Code; packaging not required; less-than-full trays not permitted.

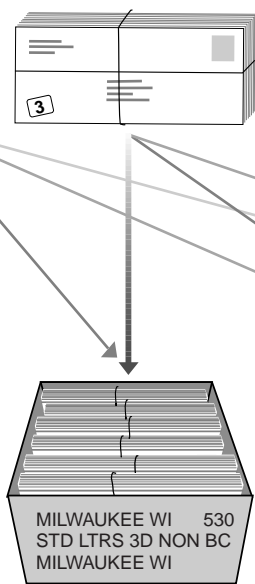
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: 3/5¹

3-Digit (Required)¹

Packages: Pieces must be packaged if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a package not permitted.

Labels: Green Label 3 or OEL.



Trays: Any remaining packages for same 3-digit ZIP Code prefix placed in 3-digit trays; only one less-than-full or overflow tray permitted per destination. (Exception: After all full trays are prepared, one less-than-full tray must be prepared for any remaining packages for each 3-digit ZIP Code prefix of SCF serving post office where mail is verified.)

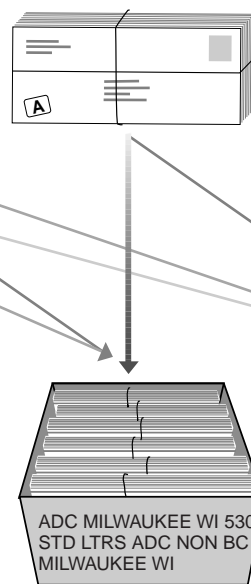
Labels: For Line 1, use L002, Column A, for destination facility.

Rate: 3/5 or basic¹

ADC (Required)

Packages: Pieces must be packaged if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a package not permitted.

Labels: Pink Label A or OEL.



Trays: Full trays only for packages to same ADC (see L004); no overflow trays permitted.

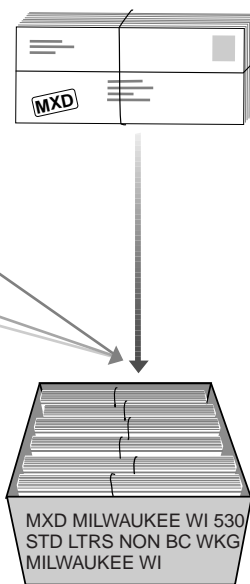
Labels: For Line 1, use L004 for destination facility.

Rate: Basic

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MXD or OEL.



Trays: Any remaining packages placed in mixed ADC trays.

Labels: For Line 1, use "MXD" followed by city/state/ZIP Code of origin ADC facility in L004.

Rate: Basic

¹Only pieces in 5-digit and 3-digit packages meeting eligibility standards (150 or more pieces packaged to a 3-digit area) may be prepared in 5-digit or 3-digit trays and be eligible for the 3/5 rate. Basic rate for any 3-digit tray for origin SCF not meeting 150-piece minimum.

Rates based on tray in which package is placed.

Where overflow trays are permitted, they are required for required presort levels and optional for optional presort levels (M033.2). See M610.1 for Line 2 information when selecting option to exclude letter-size mail from automated processing.